



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 3 [Classified Competitive]			Salary P26 \$71,408.73 - \$101,588.61
Posting Number 185-22	Position Number 653263	Number of Positions 1	Posting Period * From: 02/15/2022 To: 03/01/2022
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Disaster Resilience 55 Willow St, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The Office of Disaster Resilience (ODR) is seeking a motivated individual: Organizes, directs and manages the responses of the Long Term Care Emergency Operations Center; Supports LTCFs and their County OEMs in their preparedness to response to all hazards affecting the staff and residents; Works closely with the other offices in and out of DOH that also support LTCFs; Responds to emergencies for the purpose of assessing impacts to the Long Term Care community; During emergency situations, is responsible for maintaining and updating management; Establishes procedures for NJDOH Long Term Care Emergency Operations Center; Functions as representative during activation of the State Emergency Operations Center and facilitates agency actions during emergencies of any type; Responsible for preparing timely and technically accurate reports regarding responses to public health emergencies, communicable diseases outbreaks, releases of hazardous substances, hazardous materials, chemical, biological or nuclear/radiological releases, and acts of nature (snow, floods, hurricanes, other severe weather conditions, etc.); Trained in the use of the National Incident Management System (NIMS), Incident Command Structure (ICS), and HazMAT during emergencies; Prepares correspondence in the course of official duties. Maintains essential records and files; Stimulates and assesses new administrative ideas/approaches, and keeps the Program informed of advance administrative practices/developments; Supervises the planning/installation of administrative improvements including work systems, organizational changes, and program procedures.

SPECIAL REQUIREMENTS: Appointee should have a background in emergency preparedness, emergency response, emergency and crisis management. Appointees will be required to have completed the following Incident Command System (ICS) courses or equivalent Federal Management Agency (FEMA) approved courses: ICS 100 - Introduction to ICS; ICS 200 - Basic ICS; ICS 700 - National Incident Management System (NIMS). Appointees will be required to carry a communication device and must be able to respond to environmental emergencies on a 24 hour, 7 day a week basis.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
**Denay Pressley, Executive Assistant 3
Public Health Infrastructure Lab. & Emerg. Prepare**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*